Weekly Status Report

Submitted by: **William E. Leggett**   Week Ending: **December 17, 2004**

PROJECT STATUS

Overall Project Status Level	**Yellow**

ACTIVITIES PERFORMED DURING THE PERIOD

- Conduct project implementation workshops
  - *Week 2,"flesh out" activities including:*
    - Review of Service Delivery model
    - Risk
    - Prioritize activities
    - Implications
    - Event horizon
    - Culture
    - Implementation cost
    - Information Needed From IOWA for Next Reporting Period

#	Initiative	Chair	Facilitator	Alternate
1	Governance	Hunsberger	Peterson	Williams
2	Architecture	Gast	Myers	Leggett
3	Funding	Fett	Peterson	Trausch
4	Procurement	Super	Carter	Falbo
5	Infrastructure	Bacino	Myers	Trausch
6	DC Consolidation	Peters	Leggett	Williams
7	Desktop Std.	George	Falbo	Carter
8	Applications	Noland	Leggett	Myers

- Review team mission
- Wrap-up with weekly progress message

A quick overview of the "Service Provider" organization model selected by the Governor as the move forward position was discussed. The team reviewed the listing of action items developed at the previous session.

The teams reviewed their mission statements and ratified as shown below:

1 Governance

The Technology Governance Implementation & Migration team will provide a design and an implementation plan for the establishment of the Technology Governance Board for approval by the Governor.

The implementation plan will enable development of a Technology Governance Board that will establish and administer key processes that will evaluate and prioritize statewide IT spending and project requests.

2. Architecture

The Enterprise Architecture Implementation and Migration Planning Team will provide input and feedback to develop a business oriented mission and process for the establishment of a Statewide Enterprise Architecture Steering Committee. This Statewide Enterprise Architecture Steering Committee will define, develop and provide a statewide common architecture for the Executive Branch.

3. Funding

The Funding Methods Implementation and Migration Planning team will develop a project timeline for development of new statewide funding practices and policies for technology. This will enable Iowa's Executive branch to utilize resources and derive higher levels of successful operation. This will result in a more defined and accountable funding process and provide a list of considerations and timeline for implementation.

4. Procurement

The Sourcing committee will offer input and feedback in the development of a plan (including transitions) to implement a central IT procurement process which:
  –Leverages IT expenditures across all departments and agencies;
  –Ensures standards are utilized reducing maintenance and support costs;
  –Recognizes the importance of Iowa's vendor community, including targeted small business program;
  –Improves lifecycle asset management.
Additionally, the Sourcing committee will offer input and feedback in the development of an implementation plan for a performance based partnering strategy with the State's primary suppliers and vendors which:
  –Defines vendor partnering relationships based on products, services, and quantified, reported performance measures;
  –Encourages supplier involvement in driving added value for the State;
  –Results in high leverage and cost savings in the short and long term.

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5. Infrastructure

The Infrastructure transition committee will offer input and feedback in the development of a timeline for leveraging common statewide infrastructure by utilizing the capabilities of ICN for network backbone, Internet connectivity, network management to the edge, traffic management and fault management. This positions the State's computing environment for long term value. It allows agencies to focus on core agency specific mission rather than on defining technical infrastructure. Additionally, this creates efficiencies in the use of technology and reduces Total Cost of Ownership.

6. Data Center

The Data Center Consolidation Implementation and Migration team will develop a high-level work plan to provide a list of activities, considerations and timeline for implementation, taking into account the impact on service levels, business models and Return On Investment (ROI).

7. Lifecycle

The Desktop Lifecycle Management transition committee will offer input and feedback for establishing and implementing a statewide standardized desktop/server environment and lifecycle replacement program.

The State of Iowa and its customers
will benefit from a standardized approach to desktop/server lifecycle.

A Lifecycle program will improve State purchasing power and license management.

8. Applications

The Application Transition Implementation and Migration Project Team will determine the activities necessary to:

1 conduct and maintain an enterprise application inventory
2 collect information that will assist in the development of a consolidated enterprise application matrix
3 create an enterprise application entity relationship diagram

PROBLEMS, CONCERNS AND RECOMMENDATIONS

Governance Team have posted the following concerns:

1. The team has developed a good list of key activities, however has not progressed forward in the allotted timeframes during the sessions.

2. Team members were given individual assignments due 12/16 directed at finishing up the week's work. Coeur anticipates completion of all activities for this week by COB 12/17.

3. Parking Lot Issues:

Governance Team
- Questions arose concerning cost savings listed in the EIP report and weather they were based on national benchmark averages. It was clarified by Coeur Group that the potential cost savings defined in the EIP report were in fact based on Iowa's specific technology categories and are not average benchmarks.
- Questions regarding the continuance of certain customer councils were discussed. Due to the change of funding flows and project approvals via the Technology Governance Board, do some customer councils such as ITC need to continue once Governance is in place, since many of the elements addressed by ITC will be incorporated into the Technology Governance Board? Further discussion indicated that the Technology Governance Board would actually have authority over spend plan approvals which (as an example) the ITC does not have.

Data Center Consolidation Team
The following Plans will need to be developed in conjunction with the planning activities:
Hardware Plan
Software Plan (License and Maintenance)
Business Applications Plan
Statewide Facilities Plan (Remote offices, remote services needs, in support of end users.)
Connectivity and Traffic Plan
Human Resource Plan (Where do DBA's fit)
Communications Plan
Security Plan
Business Requirements/Impact Plan
Transition/Migration Plan
Implementation Plan
Financial/ROI/Spend Plan (Cost allocation tracking and Billing system, process and a Service Rate Catalog)
Performance Management and Auditing Plan
DR/BC Plan
Data Management Plan (Data Storage, Data Ownership, Capacity, Privacy and Security restrictions)
All Plans should include: Current, strategic, Transitional, Business Impacts, Financial and fund source requirements

ACTIVITIES SCHEDULED FOR NEXT WEEK

- Week 2 – "flesh out" activities, considering:
    - Risk
    - Prioritize activities
    - Implications
    - Event horizon
    - Culture
    - Implementation cost
    - Information Needed From IOWA for Next Reporting Period

COEUR SUMMARY STATUS OF DELIVERABLES

Governance Board—Mark Peterson, Facilitator/Wes Hunsberger, Chair

Complete ☑	Deliverable	Status	Due Date and Owner	Date Completed
☑	Team Mission Statement		12/9/04	12/9/04
☑	Weekly Status Report		12/9/04	12/9/04
☐	Develop Risk Assessment		12/23/04	
☐	Define Barriers and Issues	Work in progress	12/16/04	12/16/04
☐	Conduct Risk Assessment	Work in progress	12/21/04	
☐	Prioritize Risk	Work in progress	12/16/04	12/16/04
☐	Define Mitigation Plan	Work in progress	12/21/04	
☐	Develop Project Plan		12/23/04	
☐	Work plan with realistic timeframes for implementation	Work in progress	12/21/04	
☐	Implementation costs by fiscal year	Work in progress	12/21/04	
☐	Budget Process guidelines	Work in progress	12/16/04	12/16/04
☐	Process maps and control points		12/21/04	

Complete ☑	Deliverable	Status	Due Date and Owner	Date Completed
☐	Project Plan dealing with Critical applications and setting priorities for installation		12/21/04	
☐	Resources to implement consolidation/on-going needs		12/21/04	
☐	Installation plans (include disposition of existing hardware and software)		12/21/04	
☐	Business requirements during transitional and final phases of consolidation		12/21/04	
☐	Cultural Considerations		TBD	
☐	Define barriers and issues		TBD	
☐	Communications Plan		TBD	
☐	Staffing Plan		TBD	
☐	State Code Changes		TBD	
☐	Develop Key Activities and Framework for Recommendations		12/23/04	
☑	Define Key Activities	Complete	12/9/04	12/9/04
☐	Define Event Horizons	Work in progress	12/16/04	12/16/04
☐	Define Milestones and Expected Outputs	Work in progress	12/16/04	12/16/04
☐	Define Implementation Cost Elements	Work in progress	12/21/04	
☐	Presentation Package for Governor		1/14/05	
☐	Develop Executive Presentation		12/21/04	
☐	Final Presentation Review		1/11/05	
☐	Executive Sponsor Reviews		1/13/05	
☐	Executive Presentation		1/14/05	

Architecture Steering Committee—Tim Myers, Facilitator/Steve Gast, Chair

Complete ☑	Deliverable	Status	Due Date	Date Completed
☑	Team Mission Statement	Complete	12/9/04	12/9/04
☑	Weekly Status Report	Complete	12/9/04	12/9/04
☐	Develop Risk Assessment		12/23/04	
☑	Define Barriers and Issues	Complete	12/16/04	12/16/04
☑	Conduct Risk Assessment	Work in Progress	12/21/04	
☑	Prioritize Risk	Complete	12/16/04	12/16/14
☑	Define Mitigation Plan	Work in Progress	12/21/04	
☐	Develop Project Plan		12/23/04	
☐	Work plan with realistic timeframes for implementation		12/21/04	
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☐	Process maps and control points		12/21/04	
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☐	Business requirements during transitional and final phases of consolidation		12/21/04	
☐	Cultural Considerations		TBD	
☐	Define barriers and issues	Work In Progress	TBD	
☐	Communications Plan	Work In Progress	TBD	
☐	Staffing Plan	Work In Progress	TBD	

Complete ☑	Deliverable	Status	Due Date	Date Completed
☐	State Code Changes	Work In Progress	TBD	
☐	Develop Key Activities and Framework for Recommendations		12/23/04	
☑	Define Key Activities	Complete	12/9/04	12/9/04
☑	Define Event Horizons	Work In Progress	12/16/04	
☑	Define Milestones and Expected Outputs	Work In Progress	12/16/04	
☑	Define Implementation Cost Elements	Work In Progress	12/21/04	
☐	Presentation Package for Governor		1/14/05	
☐	Develop Executive Presentation		12/21/04	
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Funding (EPfMO)—Mark Peterson, Facilitator/Erv Fett, Chair

Complete ☑	Deliverable	Status	Due Date	Date Completed
☑	Team Mission Statement	Completed	12/9/04	12/9/04
☐	Weekly Status Report	Completed	12/16/04	12/16/04
☐	Develop Risk Assessment		12/23/04	
☑	Define Barriers and Issues	Completed	12/16/04	12/16/04
☐	Conduct Risk Assessment		12/21/04	
☑	Prioritize Risk	Completed	12/16/04	12/16/04
☐	Define Mitigation Plan		12/21/04	
☐	Develop Project Plan		12/23/04	
☐	Work plan with realistic timeframes for implementation		12/21/04	
☐	Implementation costs by fiscal year		12/21/04	
☑	Budget Process guidelines	Completed	12/16/04	12/16/04
☐	Process maps and control points		12/21/04	
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☐	Cultural Considerations		TBD	
☐	Define barriers and issues		TBD	
☐	Communications Plan		TBD	

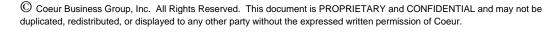| Complete ☑	Deliverable	Status	Due Date	Date Completed
☐	Staffing Plan		TBD	
☐	State Code Changes		TBD	
☐	Develop Key Activities and Framework for Recommendations		12/23/04	
☑	Define Key Activities	Complete	12/9/04	12/9/04
☑	Define Event Horizons	Complete	12/16/04	12/16/04
☐	Define Milestones and Expected Outputs	In Work	12/16/04	
☐	Define Implementation Cost Elements		12/21/04	
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**Centralized Procurement—James Carter, Facilitator/Ashley Super, Chair**

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☑	Weekly Status Report	Complete	12/16/04	12/15/2004
☐	Develop Risk Assessment		12/23/04	
☐	Define Barriers and Issues	Drafted	12/16/04	
☐	Conduct Risk Assessment		n/a	
☐	Prioritize Risk	Drafted	12/16/04	
☐	Define Mitigation Plan	Drafted	12/21/04	
☐	Develop Project Plan		12/23/04	
☐	Work plan with realistic timeframes for implementation		12/21/04	
☐	Implementation costs by fiscal year		12/21/04	
☐	Budget Process guidelines		n/a	
☐	Process maps and control points		12/21/04	
☐	Project Plan dealing with Critical applications and setting priorities for installation		n/a	
☐	Resources to implement consolidation/on-going needs		n/a	
☐	Installation plans (include disposition of existing hardware and software)		n/a	
☐	Business requirements during transitional and final phases of consolidation		n/a	
☐	Cultural Considerations			
☐	Define barriers and issues		TBD	
☐	Communications Plan		TBD	
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☑	Define Key Activities	Complete	12/9/04	12/9/04
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☐	Define Milestones and Expected Outputs	Drafted	12/16/04	
☐	Define Implementation Cost Elements	Drafted	12/21/04	
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Infrastructure Leverage—Tim Myers, Facilitator/Mike Bacino, Chair

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Project Status Report   **13**   **12/17/04**

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Data Center Consolidation—Bill Leggett, Facilitator/Judy Peters, Chair

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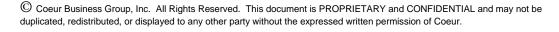| Complete ☑	Deliverable	Status	Due Date	Date Completed
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Lifecycle Management—Tony Falbo, Facilitator/William George, Chair

Vvv

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Application Consolidation—Bill Leggett, Facilitator/ Julie Noland, Chair

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